King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 8 **Resident Programs**	
8.04.001 – Religious Practices	Approved By:	Director Allen Nance
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	Reviewed By:	PRC, Records, CPA, ADA Coordinator
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Purpose
To establish guidelines and procedures for residents and detained youths access to religious services and religious items.

Policy
It is the policy of this department that all residents and detained youths shall have the opportunity to exercise their right to religious freedom and faith, consistent with the requirements of maintaining facility security, safety, health, and orderliness.

References

Department Policies:
- 3.02.015 - Resident Notification of Family Emergency
- 4.01.008 - Identification for Access to the Facilities
- 6.01.006 - Keep Separates
- 6.04.006 - Resident Marriages
- 7.04.006 - Special Diets
- J-FSP-5.000 - Food Service Management
- J-ARVP-11.008 - Searches of Detained Youth
- J-YMP-13.003 - Rights of Youth

Department forms:
- Service Request Kite (F-530)
- Religious Head Covering Request (F-738)
- Rule Infraction Report (F-544)
- Officer's Report (F-627)

Other:
- Religious Land Use and Institutionalized Persons Act (RLUIPA)
- Programs and Service Provider's Code of Conduct
- Department of Corrections Handbook of Religious Beliefs and Practices

Definitions
Badged Chaplains: Religious service providers who have been issued a department identification badge and perform regular, on-going duties and services within a department facility.
Religious Service Providers: Individuals authorized to provide religious and spiritual service to residents this includes, but is not limited to, religious volunteers, chaplains, members of the clergy, imams, priests, ministers, rabbis, and monks.

A. General Guidelines

1. Department employees and religious service providers shall not promote or condemn any religious faith or absence of religious beliefs.
2. Uniformed staff shall coordinate with the programs coordinator to ensure operational efficiencies and department goals are achieved.
3. Religious services, either individually or in a group, shall conform to department safety standards and security requirements.
4. Only approved religious services providers shall conduct religious services.
5. For the Adult Division:
   a. Only Medium and Minimum security residents can be mixed for programming.
   b. Program schedules may be adjusted to accommodate different resident security levels. For example, alternating a program or service every other week.
   c. Residents may order religious literature directly from a bona-fide book publisher, distributor, or bookstore. The literature must be delivered via the United States Postal Service.
6. Informal group religious activities shall not be limited in housing units, unless the activity violates department safety standards, security requirements, or other program rules.
7. If any action is taken to restrict scheduled religious programs, staff shall notify their immediate supervisor for approval of the restriction and document the details. The supervisor will notify the program coordinator of the restriction.
8. Religious objects shall be allowed unless it would be a safety or security risk for the requesting resident/ youth to possess such objects.
9. Religious service providers are required to meet all department background clearance and eligibility requirements.
10. Religious service providers are required to attend the department's Safety and SecurityOrientation.
11. Religious service providers must be affiliated with a formal religious organization and be approved by that organization's local authority to serve within the department.
12. Religious service providers shall adhere to the Programs and Service Provider's Code ofConduct. Failure to do so is cause for secured facility access revocation and dismissal from the religious service provider program.
13. Religious literature may not contain material that poses a threat to the safety, security or order of department facilities.
    a. The programs coordinator shall screen donated religious materials provided to residents/detained youths, to ensure compliance.
14. Religious service providers not in the JMS ID access system shall adhere to the public visitation access rules and schedule. These religious service providers are only authorized for window visits during the resident's or detained youth's normally scheduled visitation times.
15. Religious service providers must commit to a minimum of 12 months of service to the department.
16. The Corrections Program Administrator (CPA), in conjunction with program coordinators, shall determine the appropriate security level designation for attendance at religious services.
17. Residents attending religious services are authorized to take one religious text to the service and wear an approved religious head covering.
18. Religious service schedules shall be posted. The posted schedule shall indicate the custody eligibility requirements for attendance.

19. Group religious services shall not exceed the following capacity:
    a. Maleng Regional Justice Center – 20 residents in the multi-purpose room located in housing units and 45 residents for services in the main multi-purpose room.
    b. King County Correctional Facility – 24 residents in the multi-purpose room.
20. Clark Children and Family Justice Center – Attendance will not exceed the design capacity of the room being used, and staffing shall maintain at least the minimum supervision ratio. Badged chaplains are authorized to conduct a group service on their own. Religious service providers who do not have a permanent department ID badge are authorized to conduct group services inside the facility; however, there must be a minimum of two, but not more than six, providers present.
21. Department staff and religious service providers shall not participate in resident marriages, following department policy 6.04.006 - Resident Marriages.
22. Dietary guidelines and restrictions shall be considered following department policies 7.04.006 - Special Diets, and J-FSP-5.000 - Food Service Management.
23. Religious services shall not be canceled without the shift commander's/ Corrections Supervisor, or Chief of Operations, or designee's approval. When possible, the shift commander shall immediately notify the programs coordinator of the cancelation.

B. Adult Division Procedure

1. The unit officer or relief/activities/floor-control officer(s) shall ensure:
    a. Religious services are announced in a manner accessible to all residents, including those with disabilities.
    b. Residents are racked-forward for religious services, when requested.
    c. Program service rooms, equipment, and workspace are clean, in working condition, and accessible to all residents, including those with disabilities.
    d. An adequate number of tables and chairs are provided.
    e. Group religious services occur in pre-designated areas (multipurpose rooms, yard-out locations, etc.).
    f. Residents who do not comply with religious service rules are infracted, as necessary.
    g. Religious chaplains or volunteers can request uniformed staff remove a resident due to inappropriate behavior.
    h. Religious service provider(s) leave the multipurpose room before residents return to their housing locations.
    i. The "Keep Separate From" (KSF) list is adhered to.
    j. Service cancelations are noted in the JMS shift log, to include the name of the shift commander who authorized the cancelation, and why the cancelation occurred.

C. Religious Head coverings

1. Approved religious head coverings shall be supplied by the department.
2. Religious head covers are issued during the dress-out process for residents/ youth who arrive wearing a religious head cover.
    a. Residents/detained youths shall be permitted to retain their personally owned religious head covering until a jail uniform is issued.
3. Residents/detained youths who are not wearing a religious head covering at the time of booking may request one after intake, by submitting a Service Request Kite (F-530) "White Kite" to the Programs Office or speaking to Arrivals, Releases, and Visitation (ARV) staff at the Juvenile Division.

4. At the Adult Division:
   a. The Programs Office shall provide a Religious Head Covering Request (F-738) to the resident in an accessible format to complete and return to the Programs Office.
   b. The Religious Head Covering Request shall be approved or denied by the corrections program administrator (CPA) or designee.
      1) All Religious Head Covering Requests whether approved or denied shall be retained in the Programs Office.
      2) When a Religious Head Covering Request is denied, an accessible copy of the request form shall be returned to the resident via resident mail, with the reason for denial.
      3) If a denial was based on a "lack of information" or an "incomplete response", the resident may submit a Service Request Kite (F-530) requesting a new Religious Head Covering Request (F-738), to submit providing more detail.
      4) Approved Religious Head Covering Request (F-738) shall be responded to, and the approved request shall be returned to the resident with the approved head covering.
      5) The CPA or designee approving the request shall complete a JMS subject alert authorizing the head covering.
5. Residents/detained youths deemed at risk for self-harm shall not be issued religious head coverings.
6. Religious head coverings shall be searched in a manner consistent with DAJD policy 4.02.005 – Search of Residents or J-ARVP-11.008 – Searches of Detained Youth.
   a. If the religious head covering of a female is removed during a search for contraband, the search must be conducted by a female staff member, out of view of males.
   b. Exceptions to this procedure could occur during emergent situations following policies 4.02.005 - Search of Residents and J-ARVP-11.008 – Searches of Detained Youth.
6. Residents/detained youths are not required to wear their religious head coverings for any specific length of time each day as evidence of their religious affiliation. Head coverings may be removed for bathing, yard out recreation/exercise time, sleeping, or any other reason that is consistent with the individual's personal religious expression.
7. Uniformed staff may issue verbal reminders about the appropriate and respectful wearing of religious head coverings and document that reminder in the unit's JMS shift log.
8. A resident's/detained youth's approved religious head covering may not be confiscated without the completion of a Rule Infraction Report (F-544) or Officer's Report (F-627).
9. The confiscated religious head covering should be returned to the program office along with a copy of the Rule Infraction Report (F-544) or Officer's Report (F-627).